ARIZONA DEPARTMENT OF EDUCATION
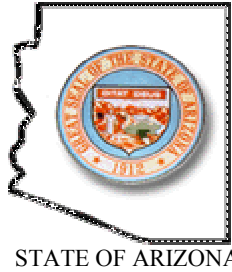
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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 00039

TO: Superintendents/ Charter School Administrators, October 1 Enrollment Director

FROM: Linda Tremble

DATE: March 27, 2000

SUBJECT: October 1 Enrollment 1999-2000 Edit/Update Report

The October 1 Enrollment Edit / Update Reports **(Roll 50-1)** and or **(Roll 50-2)** for your district/ charter school are now available and posted on your home page on the ADE web site.

http://www.ade.state.az.us/schoolfinance/districts

When you get to the ADE web site:
1) Search for your district/charter school, and click GO
2) Select the Reports/Data option
3) All the reports that are available will be listed, find October 1 Enrollment

If you need assistance finding or viewing these reports please contact your county's Regional Training Center (RTC). You will find the phone numbers for their locations on page 2 of this memo.

Please check your reports for accuracy.

The **(SAIS Roll 50-1)** Report will show what records that have been added, changed or deleted. It will also show which records rejected (if any) and will give a brief explanation of why they rejected. This report consists of two or more pages. The first page shows the data submitted and will state at the bottom whether it processed successfully, or has errors.
The last page will show you:

❶ Total Number of Records Processed
❷ Numbers of Records Successfully Processed
❸ Number of Adds
❹ Number of Changes
❺ Number of Deletes
❻ Number of Failed (invalid) records

The **(SAIS Roll 50-2)** Report gives you the district total for October Enrollment. You are expected to compare this report with the data that you submitted. If there is data missing, this means that it either rejected and/or had errors. Only data that processed successfully will appear on this report.

Remember:

- **If a record rejected that means it did not add and there is no data on your file. So when submitting a correction for the record that has rejected the transaction type will be [A] for add. Since there is nothing there to "change".**

- **On the other hand if the record processed successfully and you find an error, the transaction type will be an [R] for replace. If your district used the DELREP program the transaction type will be [C] when you resubmit your data for change.**

- **If a record has been added erroneously and should not be there the transaction type will be [D] for delete.**

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HARD COPIES OF THE EDIT / UPDATE REPORTS WILL NOT BE MAILED.

If you have problems retrieving your reports or have Delrep inquiries and/or related questions contact the **REGIONAL TRAINING CENTERS** in your area

Regional Training Centers

COUNTY	RTC Location	
Mohave, Yavapai, Coconino, Navajo, Apache, La Paz	Flagstaff	(520) 523-8516
Maricopa, Gila	Tempe	(480) 965-3366
Pima, Pinal, Santa Cruz	Tucson	(520) 617-7084
Graham, Greenlee, Cochise	San Simon	(520) 845-2275
Yuma	Yuma	(520) 343-0800

If you have any questions or problems regarding the correction process:

District Contact	Linda Tremble	(602) 542-8234	ltrembl@mail1.ade.state.az.us
Charter Schools Contact	Rose Whelihan	(602) 542-8240	rwhelih@mail1.ade.state.az.us